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ENGLISH

FOR EVERYONE

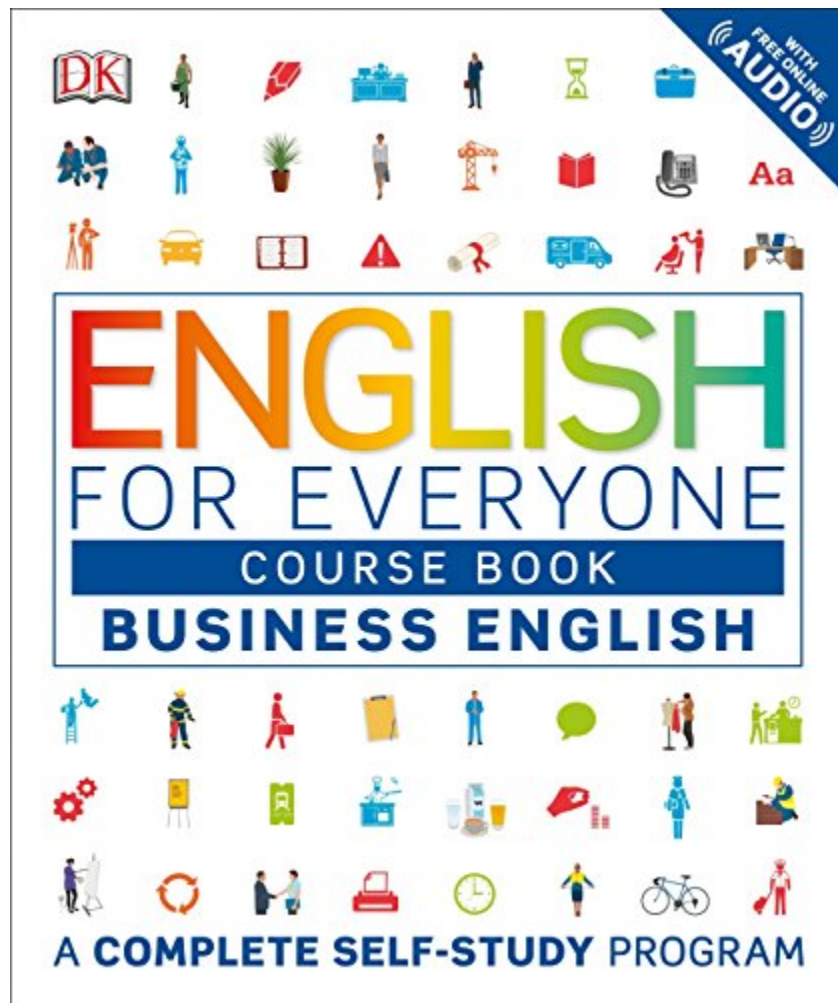
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05 Vocabulary

5.1 IN THE OFFICE

5.2 STATIONERY

5.3 EQUIPMENT

24 Giving opinions

English speakers often use phrases to signal that they are about to give an opinion. This is a useful way to introduce your opinion politely.

24.1 KEY LANGUAGE INTRODUCING POLICY

This is why we plan to...
I'm sorry, but...
I could just come in here...

24.2 ANSWER WHEN EACH INTERJECTION IS POLITE OR IMPOLITE

Could you please...?	Excuse me...	Sorry to interrupt, but...
Could you please...?	Excuse me...	Sorry to interrupt, but...

24.3 KEY LANGUAGE EXCHANGING OPINIONS

In my opinion...
I think...
I believe...

24.4 FURTHER EXAMPLES EXCHANGING OPINIONS

I can see your point, but...
I'm not sure I agree...
I think you're right...

33 Tasks and targets

When you are dealing with deadlines and pressure at work, you can use the phrases below to get on better with your work colleagues.

33.1 KEY LANGUAGE THE PRESENT PERFECT

Have you finished packing all the boxes?
Yes, I have. That lady has just brought one.

33.2 HOW TO KNOW THE PRESENT PERFECT

1. Have 2. Done 3. Finished

33.3 FILL IN THE GAPS BY PUTTING THE VERBS IN THE PRESENT PERFECT

1. I have finished the report.
2. She hasn't sent the email yet.
3. They have moved to a new office.

33.4 CROSS OUT THE INCORRECT WORD IN EACH SENTENCE

1. I have / am / was finished the report.
2. She hasn't / isn't / wasn't sent the email yet.
3. They have / are / were moved to a new office.

47 Emailing a client

Don't be afraid to write and clearly state your ideas and opinions. Use the phrases below to get on better with your work colleagues.

47.1 KEY LANGUAGE EMAILS TO CLIENTS

Dear Mr. Smith,
Thank you for your email of 12th October.
I have received your order for 100 units of the new product.
I will deliver it to you by the end of the month.

47.2 KEY LANGUAGE GREETINGS AND SIGN-OFFS

Dear Mr. Smith,
Yours faithfully,
John Doe

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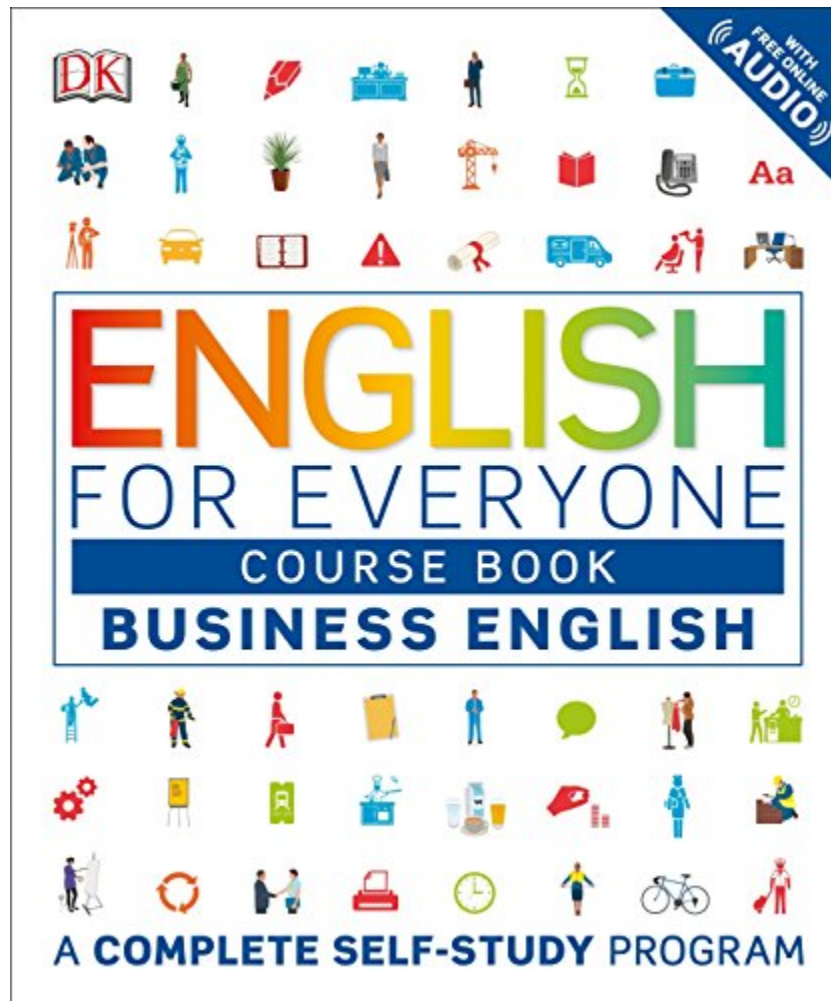
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